



City of Seattle
Vendor Questionnaire: Basic and Environmental Attributes
Contact Shirli Axelrod, Seattle Public Utilities

(Please complete a separate form for each product.)

Product Information

Product Brand Name: _____ **Model:** _____

Key Features

Which of the following components are include in this copier? (circle all that apply)

Fax

Printer

Scanner

*** See next page for more complete features list

Vendor Information

Vendor: _____

Contact Person: _____

Address: _____

Phone: _____ Fax: _____ e-mail: _____

Please return this Questionnaire (plus supporting documentation) by fax or

mail to _____ **Fax:** _____

Mailing Address: _____

Product Brand Name _____ Model _____

Part I – Basic Attributes - Yes/No Response

Please answer each question, attach supporting information if needed.

	Functional Attributes (The following list indicates the minimal requirements the City of Seattle desires.)	Does This Product Have these Attributes? (Check all that apply)	Comments (Please describe any additional information we should know about each listed feature.)
Basic Features - Highest Priority	Digital Machine		
	Minimum 50+ pages per minute capacity. Actual = ____ ppm		
	20 Bin sorter		
	Automatic 3-hole punch		
	Minimum of 2 paper trays plus sheet fed bypass tray Actual = ____ trays		
	Network compatible with Hewlett-Packard		
	Scan both photos and text (i.e. uses OCR software)		
	Easy front and top access for clearing paper jams		
	Document feed does not cut off edge of image		
	Product complies with city standard of 25 amps per circuit		
Vendor Services	Rental/Lease includes toner, developer, staples and maintenance		
	Local and quick response for technical assistance Please explain and indicate response time.		

Product Brand Name _____ Model _____

Part II – Environmental Attributes - Yes/No Response

Please answer each question, attach supporting information if needed.

	Environmental Attributes (The following list was compiled from the EPA's Energy Star Program, the Environmental Choice Canada Program, and the City of Seattle Environmental Policies.)	Does This Product Have these Attributes? (Check all that apply.)	Comments (Please describe any additional information we should know about each listed feature.)
Energy Saving	Energy Star Certified		
	Environmental Choice Canada Certified		
	Automatic-off feature included		
	Low recovery time, less than ____ seconds Actual = ____ secs		
	If 50-100 copies/minute then... <= 180 watts in sleep mode <= 90 minutes default sleep <= 52 decibels in standby <= 72 decibels in operation		
	If more than 100 copies/minute then... <= 200 watts in sleep mode <= 120 mins default sleep <= 52 decibels in standby <= 72 decibels in operation		
Paper Usage	Programmable with duplexing capabilities that can be set as default Duplexing should be dependable and non-jamming		

Product Brand Name _____ Model _____

	Environmental Attributes (The following list was compiled from the EPA's Energy Star Program, the Environmental Choice Canada Program, and the City of Seattle Environmental Policies.)	Does This Product Have these Attributes? (Check all that apply.)	Comments (Please describe any additional information we should know about each listed feature.)
Chemical Content	Manufactured without using CFCs or HCFC's in any phase of the manufacturing process CFC's contribute to global warming.		
	Does not emit ozone at a concentration in excess of 0.02 mg/m3 Ground level ozone contributes to smog.		
	Does not emit dust at a concentration in excess of 0.25 mg/m3 Dust is a key component of poor indoor air quality.		
	Does not emit styrene at a concentration in excess of 0.11 mg/m3 Styrene is a manufactured chemical commonly used in plastics, synthetic rubber, resins, and insulators. Styrene irritates the eyes, the nose, and the throat, and contributes smog. The EPA is currently investigating it as a human carcinogen.		
	Does not emit total volatile organic compounds (VOCs) at a concentration in excess of 170 mg/m3 (25 ppm) VOCs are airborne emissions that contribute to smog, and can cause headaches and flu like symptoms in building occupants.		
	Does not contain polybrominated biphenyls (PBBs) or polybrominated diphenyl ethers (PBDEs) PBBs and PBDEs are used as flame retardants for plastic parts in electronic equipment. While PBBs are no longer manufactured in the US, they may still be manufactured internationally. PBBs can cause skin disorders such as acne and hair loss, and may be a carcinogen. PBDEs accumulate in the body and may be endocrine disrupters.		
	Toner does not contain carcinogens, mutagens or teratogens. Carcinogens cause cancer, mutagens cause gene mutations, and teratogens cause birth defects.		
	Does not use wet process technology Wet process technology emits high concentrations of Volatile Organic Compounds (VOC), gaseous compounds which can cause headaches and flu-like symptoms in building occupants.		
	If there is a battery in the machine, vendor provides replacements, and safely recycles old battery		

Product Brand Name _____ Model _____

	Environmental Attributes (The following list was compiled from the EPA's Energy Star Program, the Environmental Choice Canada Program, and the City of Seattle Environmental Policies.)	Does This Product Have these Attributes? (Check all that apply.)	Comments (Please describe any additional information we should know about each listed feature.)
Toner / Printer Reuse	Toner cartridges meets Federal Recovered Material Content Recommendation (RMAN)		
Remanufacturing at End-of-Life	Manufacturer disassembles and remanufactures printer cartridges at end-of-life Remanufacturing decreases waste of material, energy, and water use, and reduces disposal costs.		
	Remanufactures printer cartridges, when used, do not void the original manufacturers warranty		
	Manufacturer disassembles and remanufactures machines at end-of-life Remanufacturing decreases waste of material, energy, and water use, and reduces disposal costs.		
Machine Composition	Machines are refurbished/ reconditioned/ remanufactured and make use of remanufactured parts Remanufacturing decreases waste of material, energy, and water use, and reduces disposal costs.		
	Machine contains materials made with recycled content		
	Machine is compatible with recycled paper containing up to 100% recycled and 30% post-consumer content		
	Machine is compatible with previously printed paper		
Transportation	Machine components were all manufactured within 500 miles from Seattle % manufactured within 500 miles = ____% % manufactured outside of 500 miles = ____%		
	Machine was assembled within 500 miles from Seattle		

Product Brand Name _____ Model _____

	Environmental Attributes (The following list was compiled from the EPA's Energy Star Program, the Environmental Choice Canada Program, and the City of Seattle Environmental Policies.)	Does This Product Have these Attributes? (Check all that apply.)	Comments (Please describe any additional information we should know about each listed feature.)
Vendor Services	Vendor uses minimal packaging and/or arranges for packaging taken back for reuse		
	Vendor picks up or provides pre-paid mailback for used toner cartridges		
	Vendor takes back machine at the end of its useful life for reconditioning or recycling of parts		

Additional Information:

**Does this machine require any special ventilation for optimal performance?
Please explain.**

Product Brand Name _____ Model _____

Part III– Total Cost of Ownership (TCO) Attributes - Yes/No Response

Please answer each question, attach supporting information if needed.

	TCO Attributes (Please provide the following data to help determine total cost of ownership which includes first cost and other known or expected user and disposal costs.)	Comments (Please describe any additional information we should know about known tangible and intangible costs.)
First Cost	Cost/machine = \$ _____	
	Cost/copy = \$ _____	
Operational Costs	Watts used in standby mode = _____ watts	
	Watts used in normal operation = _____ watts	
	Average yearly service call fee = \$ _____	
Disposal Costs	Expected shipping or disposal cost of cartridges at end-of-life	
	Expected shipping or disposal cost of machine at end-of-life	